



Policy	reviewed	By whom?
Transportation Policy	22/09/2025	Leon Edwards

Next review date	15/09/2026
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Transportation Policy to be used in conjunction with the relevant risk assessments.

Scope

This document summarises the:

- Various legal requirements that apply to the use of vehicles in the workplace and does not attempt to replace the legislative requirements that are in place
- Pushforward requirements when vehicles are used for school purposes. This will cover use of the school minibuses, minibuses hired by the school, use of parent vehicles to transport children and also use of staff own vehicles for school purposes.
- Requirements of our insurers as well as those detailed in vehicle operator licensing Section 19 permits.

Use of a School Minibus (When applicable)

Staff are encouraged to use company vehicles when appropriate for business / school purposes. Detailed requirements on the use of these follow.

If the number of pupils to be transported exceeds the capacity of one Vehicle then consideration must be given to taking two vehicles.

Use of Personal Vehicles for attending Meetings etc

If a member of staff attends one or a few occasional meetings for which a mileage claim is made, individuals must check with their insurers that they are covered for these journeys. Where journeys are a regular occurrence during the delivery of provision, then insurance cover **must** include Business Use. This will be checked and recorded on the Database by the Administration Director

Staff will be required to comply with the licensing and roadworthiness requirements contained in this document. And must have Business Class insurance to claim mileage.



Use of Personal Vehicles for Transporting Pupils

For employees:

- Drivers must have passed their test a minimum of 2 years prior to the visit taking place
- Responsibility for the insurance of private vehicles rests with the owner or driver concerned. These will be monitored through the database and managed by Administrations team.
- All prospective drivers must have business use extension to their insurance cover and must send a copy of the relevant insurance documents to be held on their personal file.
- Whilst Pushforward has emergency business use cover for employees this will only apply to unforeseen emergencies. Transporting students or attending a meeting will not be seen as an emergency.
- All employee drivers will produce the following documentary evidence to the administration team when seeking approval for a visit.

The documents required are:

- Copy of driving licence
- Up-to-date print out of driving licence information from DVLA (or check service permission given)
- Copy of the car insurance document
Copy of Current MOT (if applicable).



Students are not permitted to use their own vehicles for driving themselves or others whilst on school visits. Any letter to parents will make this policy clear and actively encourage pupils to take the trip's authorised transport.

Use of Parent / Carer Vehicles to Transport Pupils on trips

Whilst parents may on occasions take their own and other children to events / activities, this should **not** be at the request of the school unless the following requirements are met. Where copies of documents are required by Pushforward, they will be retained for a period of 1 month after the activity takes place in order to provide quick reference if any concerns are raised. After 1 month, the documents will be securely destroyed.

- 1) The parent must have a valid driving licence. A photocopy should be retained by the Administrations Team of the photo card and a recent print out (14 days or less) of the licence information from DVLA
- 2) The car must be suitably insured. A photocopy should be retained by the Administrations team of the current certificate of insurance.
- 3) The car must have a valid MoT where applicable. A copy of the current MoT certificate should be retained by the Administrations Team
- 4) If not specified on any of the above, a record must be kept of the registration number of the vehicle to be used.
- 5) It is almost inevitable that the parent will have unsupervised access to the children in the car in which case a DBS check needs to be carried out. This can be avoided if a member of staff is also transported in the car although it is likely that, in most cases, this will not be possible.

From the above, it is clear that in almost all cases, it will be far more efficient to find an alternative to asking a parent to transport pupils on behalf of Pushforward.

If there is a event outside the normal day, for example a sports fixture on a Saturday morning, parents may arrange with each other to share the transport of pupils. This will be a private arrangement and fall outside the school's responsibility.

Risk Assessments

All trips involving pupils will need to be covered by an agreed risk assessment. Unauthorised trips must not be undertaken.

Specific Use Requirements

Driver Requirements

All drivers will be required to hold a valid appropriate licence (including manual gearbox where applicable) for the vehicles they are driving. Evidence of this must be provided to the school in advance of the vehicle use.

The licence categories are as follow:

To drive a Pushforward Vehicle, the following conditions must be met:

- the driver has held a category B driving licence for at least 2 years (or D1);
- the driver is over 21 years of age or as per the entitlement for insurance (Please see polices on the database)



- the driver provides his/her services and receives no consideration for doing so, other than out of pocket expenses;

Pushforward will monitor the validity date of driving licences (this shall be coordinated by the Administrations team). Users should note that photocard licences have to be renewed/updated every 10 years or when address details/name details change. Users without a current licence will not be able to use a vehicle for Pushforward purposes.

Insurance / Roadworthiness / Road Fund Licence

All vehicles used for school purposes must be adequately insured and in a roadworthy condition.

Insurance Requirements

Pushforward vehicles will be covered by our insurance.

Staff should note that a photocopy of their insurance certificate needs to be provided to the Victoria and the Administration team prior to them using their own vehicle on Pushforward business.

For an individual member of staff using their own vehicle, if an insurance claim is made, it is likely that the insurer will regard the transport of pupils as Business Use and state this is outside the scope of the Social, Domestic and Pleasure Use which applies to most policies. Business cover must therefore be in place before a claim for mileage will be paid.

If the member of staff has transported pupils due to unforeseen circumstances, as a 'one-off' arrangement, our Own Business Use policy will provide cover. However, if transporting pupils is a regular occurrence for a member of staff, their insurance policy should extend to Business Use as our Own Business Use policy may not provide cover.

Roadworthiness Requirements

Legal responsibility for the roadworthiness of a vehicle on the road rests with the user.

Whilst company vehicles are subject to an annual MOT and monthly roadworthiness inspection, users are also required to undertake a simple vehicle inspection using jotform. This covers the more common items and amongst other things allows users to record any damage to the vehicles. This checklist will be provided with the keys.

Where a member of staff uses their own vehicle, it is required to have a current MOT and be free of any known defects before being used for our purposes. Individuals are required to ensure that this is the case and to provide a copy of their current MOT to the Business Office in advance.



Road Fund Licence / Section 19 Exemption Certificate

All vehicles used on Pushforward business must comply with the Vehicle Excise Duty (VED) requirements. The Facilities Manager will ensure that the Company Vehicles comply however individuals using their own vehicles must ensure that they comply with the VED requirements.

Using External Taxi companies

Where Pushforward undertakes to have contractor arrangements in place with at least one local taxi firm. A contractor's letter will be kept on file for such firms and reviewed annually.

- staff booking taxis for students will only use local taxi firms with whom the Pushforward has such contractor arrangements
- Details of these local taxi firms can be provided to agents, parents and other responsible adults
- Staff involved in taxi bookings will read and follow Taxi Driver Procedures document (Appendix 1)
- Students aged under 16 (or older students considered in need of enhanced support at that time) who leave the site by taxi will be accompanied to the vehicle by a member of staff. That member of staff will check the taxi driver's ID and registration number. If that member of staff has any concerns about the driver or vehicle:
the student will not be permitted to travel in that vehicle
alternative arrangements will be made
concerns will be followed up by the taxi firm, this may include rescinding the contractor arrangements in place with that firm
staff with oversight of student induction will include in their briefing how to stay safe when travelling by taxi in the UK
Staff will follow up on concerns raised by students about taxi journeys in line with other policies including the Safeguarding and Child Protection Policy

Student and Responsible Adult Responsibilities

- All new students will attend an induction briefing/initial meeting.
- Students aged under 16 must only use licensed taxis and only leave Pushforward by taxi in a vehicle booked by Pushforward or by a Parent. Students aged 16 and over may book their own taxis at the discretion of Pushforward Staff.
- Parents and other responsible adults are encouraged to use the local taxi firms with which Pushforward has contractor arrangement in place when booking taxis.

Responsibilities of Taxi Companies with Contractor Arrangements in Place

- The Company undertakes to manage taxi bookings by Pushforward in line with the our expectations and to prioritise the safeguarding of students.
- Taxi drivers who repeatedly or regularly (generally once or more per week) transport specific students are considered to be in regulated activity and so will have additional safeguarding checks carried out by Pushforward.
- Vehicles will be maintained in a clean roadworthy condition. The staff at the taxi depot will



be able to communicate with the driver (in accordance with current legislation) and to track the vehicle

Taxi drivers will behave in a professional manner towards students and should expect students to behave in line with Pushforwards expectations

- Taxi drivers will not offer food, drink, medicine or any other substance to students
- Taxi drivers will not collect additional passengers or make unplanned stops (unless in an emergency, which will be reported to the depot)
- The Company will make Pushforward aware of any breaches in the contractor arrangement and will report any inappropriate behaviour or damage caused by students promptly, recognising that the Pushforward is responsible for managing student discipline.

REGULATED ACTIVITY

Drivers who engage in regulated activity are considered by us to be 'third -party staff', unlike nonregulated activity drivers who are treated as contractors (as per paragraph 453 in Commentary). These drivers will have a DBS check and barred list completed by the school (allowable as the taxi drivers are in fact self-employed).

Drivers will be added to the SCR with a minimum of the following checks: ID check and Enhanced DBS and barred list check, along with a copy of their taxi driver badge, which evidences that they have completed the standard Canterbury Council checks including insurance, MOT, medical checks etc.

All verified documents will be saved in the 'Regulated Activity Drivers' folder.

Drivers approved for regulated activity will have a note on the Central Contractor SCR to confirm that this is the case.